

CONSTITUTION OF THE BUCKEYE BLOOD CLUB AT THE OHIO STATE UNIVERSITY

*Organized May 30th, 2006 – Updated and approved by executive board April 12, 2023
– Awaiting approval from The Ohio State University Advisor.*

Article I – Name

The name of the Student Organization at The Ohio State University shall be recognized as The Buckeye Blood Club.

Article II – Purpose

The mission of The Buckeye Blood Club at The Ohio State University is to coordinate and promote university programs for blood collection, promote a culture of volunteering and community activism amongst Ohio State students, educate the community about the fundamental principles and importance of blood donation, all while cultivating lasting friendships for members of the club and the supporting community.

Article III – Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, The Buckeye Blood Club expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article IV – Authority

The Buckeye Blood Club is an independent organization from any blood donation company/service. TBBC will work with Ohio State's contracted blood company on drives on Ohio State's campus but is not a direct affiliate of any organization.

Article V – Membership: Qualifications and categories of membership

5.1 There are two possible types of membership with The Buckeye Blood Club: active and associate membership.

A. Active Membership:

1. Active memberships will consist of members completing the required amount of volunteer hours, also known as “Buckeye Points” for a given semester at The Ohio State University.
2. Active members of The Buckeye Blood Club will have the opportunity to participate in elections, run for Executive board officer positions defined in section 5.2 and 5.3 below, and will be given an official certificate at the end of OSU’s semester.
3. The Amount of volunteer hours per semester shall be at least 10 hours. Anyone achieving at minimum of 10 volunteering hours will be considered an Active member.
 - a: The current ruling executive board has the authority to determine how these 10 hours of active membership must be attained using the criteria mentioned in: (4.1-A-3-b). The Executive board officers will be responsible for making this decision by August 1st for the beginning of Fall Semester at The Ohio State University. The current guidelines require 2 hours outside of blood services.
 - b: The criteria for volunteering hours are listed below:
 - Blood Services: Any volunteering activity related to blood drives on campus, helping at registration during blood drives, and donating blood.
 - Chapter Services: These shall consist of chapter events that further the mission of The Buckeye Blood Club and is separate from the blood donation aspect of BBC. These events include but are not limited to socials or service events put on by the club that count for involvement hours.
 - Marketing: These events shall consist of chalking, recruitment sessions, and any event related to promoting The Buckeye Blood Club.
 - Fundraising: Any event in which The Buckeye Blood Club will be receiving monetary donations through a fundraising event.
 - Meetings: Any meeting that is oriented towards The Buckeye Blood Club activism; such meetings include but are not limited to: blood battle committee meetings, general club meetings, chapter services meetings, etc.

B. Associate Membership:

1. An associate member of The Buckeye Blood Club will consist of any member not achieving 10 hours of volunteering for TBBC per Ohio State University semester.
 - a. Associate members are still permitted to participate in any of the criteria listed above (4.1-A-3-b) regarding classification of the hours for the club.
2. Associate members are not permitted to run for an executive office position as defined in section 5.2 and 5.3, unless they have achieved 8 or

more hours of volunteering before elections or by special permission from the executive board.

3. In Spring, associate members are permitted to vote in the election if they have achieved 5 or more hours of volunteering.

a. Associate members are encouraged to attend any permitting club event regardless of the amount of volunteering hours they have achieved. These events include, but are not limited to club socials, club meetings, club events, chapter events, attending elections even if they are not eligible to vote, and etc.

5.2 Membership Guidelines:

A. All members, active and associate, reserve the right to refrain from participating in any activities without consequences, based upon personal values, or moral reserve as defined by the member.

B. All members of The Buckeye Blood Club are required to submit their hours through a google form that will be shared in emails and through club communication.

1. All hours must be approved by the VP of Chapter Services.

C. A member of the club will be asked to leave the club if their conduct is not satisfactory amongst the officers or in accordance to this constitution.

1. Unsatisfactory behavior includes representing The Buckeye Blood Club in a negative manner, not following up on commitments made to the club, not following the Ohio State University policies, and other provisions decided by the governing executive board officers.

2. If Executive board officers feel that any individual(s) are not fulfilling satisfactory behavior, the President reserves the right to contact that individual and communicate with said individual at least 2 weeks before the executive vote to remove the member from the club.

Article VI – Officers

6.1 Officer Positions and Officer Responsibilities:

A. President: Must attend the President Training session as required by the university. The President is the spokesperson for the organization and is responsible for all executive board meetings and club operations.

B. Treasurer: Must attend the Treasurer Training session as required by the university, apply to CSA funding before the deadline each semester, and maintain fiscal records for all club related activities.

C. Vice President of Communications: Document minutes from all executive and club meetings and maintains a complete and accurate listing of Club members, Buckeye Points, email listserv, and calendar of club events. Is responsible for reporting quantitative and qualitative blood donation data.

D. Vice President of Community Outreach: Works with sponsor groups, student organizations, and other community groups to expand TBBC's reach on campus. Assists VP of Blood Services with Blood Battle in relation to finding partnerships and sponsor groups for various events. Should actively be looking for groups to partner with both at OSU and outside.

E. Vice President of Blood Services: Works closely with contracted blood company's campus representative to coordinate club-sponsored blood drives. Requests funding, organizes volunteers, and oversees promotional activities for the drives. Serves as student coordinator for the Blood Battle.

F. Vice President of Chapter Services: Responsible for meeting ideas, membership status, Buckeye Points, and other outside volunteer opportunities not relating to blood donation. Aim to plan and execute at least one-chapter services program or event per semester. Is responsible for preparing meeting materials, as well as planning social events; responsible to complete all materials in a timely manner.

G. Vice President of Intern Relations: Responsible for overseeing intern meetings, activity and communication with the contracted blood company; responsible for maintaining availability of electronic and printed information for intern use.

H. Vice President of Marketing: Bring in donors via additional advertising for blood drives and will be responsible for advertising and marketing all special events sponsored by the club. Work with contracted blood company on combined media campaigns. Responsible for updating social media outlets in a timely manner. This includes: tweets regarding blood drives and other club events, Facebook posts, Instagram photos, updating the website. Work with VP Communications to update the calendar of all club events. Coordinates apparel sales and creation.

6.2 Executive Officer Requirements

A. All officers must be currently enrolled students at The Ohio State and possess Good Standing with a GPA of 2.0 or better.

B. All officers must serve a term of 12 months beginning the month of elections and concluding the month of elections for the subsequent year.

C. All officers are required to attend 90% of club activities which include but are not limited to: general body club meetings, executive meetings, chapter services events, blood battle events, club sponsored blood drives, and any other club events.

1. Special exceptions can be granted if the executive officer has valid documentation, reasoning, and approval for not having the ability to meet 90% commitment.

D. All newly elected officers, current, and out-going executive officers are required to transition with their respective counterpart within two weeks of elections. New exec officers are responsible for obtaining information and documents of their role from the predecessor.

6.3 Executive Board Election Eligibility

A. Only members from the previous semester achieving Active Membership status and current associate club members are eligible to run for office.

1. All Active Members from the semester before the election semester are eligible for office.

2. All Associate Members from the semester before the election semester are eligible to run for office if the member has at least 5 volunteering hours before declaring to run for office or by special permission from the executive board.

B. All executive board candidates must attend at least 1 general body club meetings during the semester the election is taking place.

1. If candidate is unable to make it to general body meetings due to other time commitments such as but not limited to other organization meetings, class, etc.; this candidate may still run if granted eligibility by the governing executive board.

D. Only current and past executive officers are eligible to run for President of The Buckeye Blood Club.

1. Previous executive board members are eligible for running for president if the following has been achieved:

a. Applicant has achieved active membership in previous semester or is currently over at least 5 hours of service for the semester in which the election is being held.

b. Applicant has attended at least 2 general body club meetings during the semester the election is taking place.

c. Applicant is currently an undergraduate at The Ohio State University, enrolled in classes, and maintains at least a 2.0 GPA.

6.4 Executive Board Election Voting Eligibility

A. All members achieving Active Membership before the semester of the election are eligible to cast one vote for each officer position. This guideline is subject to interpretation of the outgoing Executive Board.

B. All members achieving associate membership in the previous semester leading to the election semester and current members with at least 5 hours are eligible to vote in the executive board elections.

C. All members eligible to vote are permitted only one vote per position.

D. Club advisors are not permitted to vote in the election process, except in special cases see section 5.5-I and 5.5-J.

6.5 Executive Board Elections:

A. Officers will be selected by a formal election process that occurs in March of each year.

B. All candidates may apply for up to three positions of their choice. All candidates will be required to present a speech to the members at the meeting on the day of the election.

1. See sections 5.2 and 5.3 above for requirements and eligibility to run for office.

C. In case an executive position is not formally applied for, members of the club may nominate a club member the day of the election.

1. If no club member is nominated by their fellow club members, the current governing executive board will nominate club member(s) for the designated position. Club members and executive members will vote on this new candidate.

- a. All nominees have the opportunity to accept or decline any nomination made from club members or the executive board at any time. If a nominee declines the nomination, the executive board members will be responsible for filling the vacant position.

D. Elections will be conducted by officers that are not re-running for any office on executive board.

1. If all governing executive board members have the intent of re-running for any executive position, the club advisors will run the elections the day of the meeting.

E. Candidates running for office will be required to give a brief speech to the club members at the election meeting.

F. The order of voting for executive positions shall follow this order at the election night meeting.

1. President
2. Vice President of Finance
3. Vice President of Communications
4. Vice President of Marketing
5. Vice President of Community Outreach
6. Vice President of Blood Services
7. Vice President of Chapter Services
8. Vice President of Intern Relations

G. All nominees have the opportunity to decline the position after being voted in by the club. If the elected winning nominee declines the position, the runner up will have the opportunity to accept the position.

1. If the original elected nominee chooses to decline the position, they may run for any of the positions below in the election order, see section 5.5-F,

unless it is running for the Vice President of Intern Relations (as this position is last on the list).

2. Any candidate running for position may withdraw their candidacy at any time prior to the start of voting.

a. If a candidate declines the position after voting results, the candidate is permitted to remove their candidacy for the subsequent officer positions.

H. Winning nominees have the opportunity to accept the voting results. If the nominee accepts the executive position, they are no longer permitted to run for any executive office being voted on after their position.

I. In case of ties the *departing* executive board members will determine the new officer, special cases follow below for ties amongst departing executive board officers:

1. If there is a tie between departing executive officers on a candidate; the president of the current governing executive board will have the final vote of the winner.

2. If the president is re-running for president or any executive board position; they are not allowed to be part of the tie-breaking process.

3. If the president is re-running and the departing executive members are at a tie, the advisors then have the ability to pick the candidate who will win that position.

4. If the current governing president is breaking the tie and is unable to decide the candidate, they have the option to ask the advisors and current executive board members for suggestions; the president is solely responsible for making the decision.

J. Advisors are not permitted to vote in the general election with the club members. Advisors are used for tie breaking purposes within the election and in special circumstances offering suggestions to the President over tie-breakers. See section 5.5-I-4.

6.6 Removal from Office:

A. Any officer not acting in accordance with The Buckeye Blood Club constitution or who does not fulfill standards or duties established for their office, see Section 5.1, may be removed from office by a majority vote by the executive board officers.

B. If any officer fails to meet the standards and responsibilities of their office; the President of The Buckeye Blood Club must give the selected individual at least 2-weeks notice before the executive board will vote on the decision of removing the officer.

C. Any vacancy which may occur in the executive board will be filled by current executive board officers nominating an individual. It is the governing executive board's responsibility to maintain that all tasks and responsibilities of the

removed officer are maintained and continued while the removed officer's position is vacant.

1. If there are more than one candidate nominated and both candidates are interested in the position; the current governing executive board will vote on the candidates and appoint the individual with the majority of the votes. The president is included in this voting process.
2. If there is a tie within the executive board, the advisors may make suggestions but the President is responsible for picking the nominee who will fill the vacancy for the remainder of the term.
3. Advisors are not included in the voting to fill the vacancy of removed officer(s).

D. Newly appointed officer(s) filling a vacancy must have orientation with at least one current executive officer in which they should be taught the basics of the club and the constitution, as well as being informed of all activity the Executive Board has been working on.

Article VII – Advisors

7.1 The Ohio State University Advisor:

A. At least one full-time Ohio State University employee or faculty member shall serve as the advisor for the club and does not have voting privileges unless specified as in sections 5.5-I and 5.5-J.

B. The advisor is responsible for attending an Advisor Training once every three years.

C. The Ohio State University advisor is required to attend at least 1 executive meeting each semester.

1. If The Ohio State University advisor is unable to attend at least one meeting per semester, the advisor should have appropriate reasoning and possible documentation for missing the meeting(s).

D. It is the responsibility of the Governing Executive board to hold The Ohio State University club advisor to all of the requirements mentioned above as part of section 6.1

1. If the executive board feels The Ohio State University club advisor is not performing their required duties to the club appropriately; the executive board has the following power to address the situation:

a. President is responsible for informing The Ohio State University club advisor of issues or concerns the executive board may raise.

E. If The Ohio State University club advisor will be leaving The Ohio State University, it is the responsibility of the governing executive board to find a new Ohio State University club advisor that fits the requirements in section 6.1-A, 6.1-B, and 6.1-C.

Article VIII – Interns

8.1 Interns are club members:

A. Interns work with the contracted blood company's representative and shall be understood as club members if:

1. The intern is a current undergraduate student enrolled at classes at The Ohio State University.

B. Interns may have access to funds that regular club members do not have access to, please see below:

1. Interns may be allotted a given budget created by the governing Vice President of Finance.
2. If interns use more than the allotted money granted via the Buckeye Blood Club, there will be consequences from the executive board and the contracted blood company's representative.
 - a. Consequences include but are not limited to expulsion from the Buckeye Blood Club and other consequences deemed appropriate by the contracted blood company's representative.
3. Interns are required to attend at least 2 general body club meetings every semester and be involved with The Buckeye Blood Club outside of just the internship role.

8.2 Intern Responsibilities:

A. Intern(s) are required to positively promote the ideas and culture of The Buckeye Blood Club and the contracted blood company at OSU.

B. Interns will work to further the goals of The Buckeye Blood Club and the contracted blood company at OSU.

C. Interns are required to attend at least 2 Buckeye Blood Club meetings during each Ohio State University semester.

D. All other requirements for interns are to be defined by the contracted blood company and the governing VP of Intern Relations.

8.3 Intern Consequences:

A. If interns are not fulfilling their responsibilities or abusing their privileges granted to them from the Buckeye Blood Club and the Executive Board the following may occur:

1. The governing Vice President of Intern Relationships will take action by warning the individual(s) of the mistreatments occurring in the meeting(s).
2. The governing executive board will discuss with the contracted blood company's representative possible plans moving forward and actions to take against the individual(s).
3. Intern(s) may be removed from the club.

8.4 Intern finance through the club:

A. Interns requiring funding to complete their goals as an intern should inform the contracted blood company's representative, treasurer, and the governing Vice President of Intern Relations.

B. Versiti advisors are responsible for request funding from the governing Vice President of Finance when looking to use club funds for intern use. See section 8.4 for appropriation of funds.

Article IX – Finances

9.1 All Finances are managed by the Vice President of Finance.

9.2 Usage of Funds:

A. Officers must formally request funding needed for club related activities to the Vice President of Finance. Monetary request of \$25 or greater will be voted on by executive officers at executive board meetings.

B. Request must be submitted to the Vice President of Finance and presented to the Executive Board at an Executive Board Meeting.

C. After discussion on the proposed monetary request from the given executive officer(s), the Vice President of Finance will announce the final decision on monetary request.

9.3 Budgeting:

A. The Vice President of Finance is responsible for creating a preliminary budget and fundraising calendar by September to the governing executive board.

1. The Vice President of Finance is responsible for implementing the budget and fundraising calendar in January to the governing executive board.

2. It is the responsibility that the budgets are created and implemented with appropriate time.

B. The budget should have funds set aside for multiple different venues such as but not limited to:

1. Intern Monetary Request, see section 7.4 and section 8.4

2. Chapter services events

3. Blood Battle Kick-Off

4. Blood Battle

5. Marketing

6. Social Media

7. Any other outlets or uses deemed appropriate by the governing executive board.

9.4 Appropriation of Funds:

A. The Vice President is responsible for all transactions involving the funds of The Buckeye Blood Club at The Ohio State University, see section 8.1.

- B. For individuals, either interns or executive board members, to receive appropriation of funds, a formal request must be made to the Vice President of Finance. This request must be 2 weeks in advance.
 - 1. If a situation requires the request of funding with less than 2-week notice, it is up to the Vice President of Finance to determine if the request will be permissible to be presented.
 - 2. If the situation is deemed not permissible, the allocation of funds will not be approved by The Buckeye Blood Club's Vice President of Finance.
 - 3. If the situation is deemed permissible, the allocation of funds will be determined by the Vice President of Finance.
- C. All appropriations of funds are to be approved by the Vice President of Finance no later than 2 weeks after the request was given.

Article X – Constitution Amendments

10.1 Amendments and Changes:

- A. All amendments and changes to The Buckeye Blood Club's Constitution must be proposed at an Executive Board meeting. Changes will be voted upon by the executive board no later than 2 weeks after the proposal.
- B. President is in charge of updating any changes that may occur and updating the Constitution within the Ohio Union Student Organization's Database.
- C. The current governing executive board is the only group that has the authority to make changes to the Club's Constitution.

10.2 Proposing Amendments and Revisions:

- A. Any member that questions the constitution or would like to suggest a change should address their concern to any executive member.
- B. Any executive board member may formally propose a suggestion or amendment to the constitution at any executive board meeting.
- C. Any club advisor is able to propose suggestion or changes at any executive meeting to be discussed regarding amendments or revisions to the club's constitution.

Article XI – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order may adopt.